

3.1 APPLYING FOR TRIP PERMITS ONLINE

The most common type of OSW permit is a “trip permit.” A trip permit is valid for a specific movement of a vehicle with a particular load, and is generally valid for between 5 and 15 days depending on the type of movement.

Screen 1: The User’s Home Page

The process begins from the user’s home page. Each user has a set of menu options down the left side of the screen. These menu options are based upon the security privileges that the user has been assigned in the system.

If you have the appropriate security privilege to apply for multi-trip permits, you will have a menu option named “Apply For Permit” on the left side of the screen. The relative position of the menu option will differ by user. Click on this menu option to begin.



Screen 2: Permit Type Selection

The next screen has two areas of information. The top area is for users that are starting a new permit. The bottom area is for users that are continuing a draft permit.

The screenshot shows the 'Indiana' Department of Revenue MCS Home page. The left sidebar contains a menu with options: OSW Home, Add to Escrow Account, Apply for Amendment, Apply for Permit, Approve/Reject (Permit/Company), Cancel An Application, Download and Print PDF Permit Image, Log/Review Supporting Documentation, Log Violation, Manage a Company Profile, Manage Bond in Company Profile, and Manage Envelope Routes. The main content area is titled 'Apply for Permit' and includes links for 'Help' and 'Manage Help'. It features two main sections: 'Start a new Permit Application' and 'Continue an Application that was Saved as a Draft'. The 'Start a new Permit Application' section has a 'Carrier Identification' section with radio buttons for 'FEIN' (selected) and 'SSN', a text input field for the identification number, and a 'Select a Type of Permit' dropdown menu with 'Choose...' selected. The 'Continue an Application that was Saved as a Draft' section has a 'Permit Number' text input field. Both sections have 'Cancel' and 'Next' buttons.

The top data entry box is titled *Start a New Permit Application*. At first, there may be either one or two data entry areas below it. All users will see the Select Type of Permit question, while users that are not associated with a specific carrier also will see a Carrier Identification question.

The process for filling out these fields is as follows.

Carrier Identification is requested when the user is not an employee of a motor carrier. These users include Permit Service users as well as state employees working with mail-in or walk-in applications. To identify a carrier, the *Federal Employer Identification Number* (FEIN) is required. For carriers that do not have an FEIN, the carrier's *Social Security Number* (SSN) is required.

There are two fields under Carrier Identification:

1. The radio button *FEIN/SSN*. Select the appropriate item based on what you know about the carrier; and
2. The *identification number* box. Enter the identification number for the carrier here, without any dashes or spaces.

The next step is to *Select a Type of Permit*. This field has a drop-down box with a variety of choices. The specific choices vary by user based on the privileges associated with that user. One choice is "Trip Permit" and that is the choice that should be selected for permits covering a single trip.

Note the following special permit types that may also be listed:

- Annual or 90-Day permits. See Section 3.2;
- Special Weight permits are considered separately, select "Special Weight" and follow the instructions in Section 3.3.; and

- If you are applying for a pre-approval for a superload permit, select “Pre-Approval” and refer to Section 3.7 for more information about how superload pre-approvals work in conjunction with trip permits.

For the following instructions, choose “Trip Permit.” You will notice that a new question appears below the selection:

Is This Permit for Transporting Manufactured Housing	<input type="radio"/> Yes	<input checked="" type="radio"/> No
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This question asks if the permit will be used for the transportation of manufactured housing. The question is asked here because a Yes or No answer will allow the system to customize the following screens and questions. The question has a radio button answer with either “Yes” or “No,” with the default set to “No.” Answer either Yes or No based on the item to be moved.

The bottom data entry box is titled *Continue an Application that was Saved as a Draft*. The user will fill out either this box or the *Start a New Permit Application* box, not both boxes. As a user is filling out a permit application online, there are many circumstances where the user either does not have all the information needed (example: all 17 characters of the vehicle identification number), or the user is interrupted by an external need (example: a telephone call). The user will be able to place a permit application in “DRAFT” mode, and will receive a transaction number.

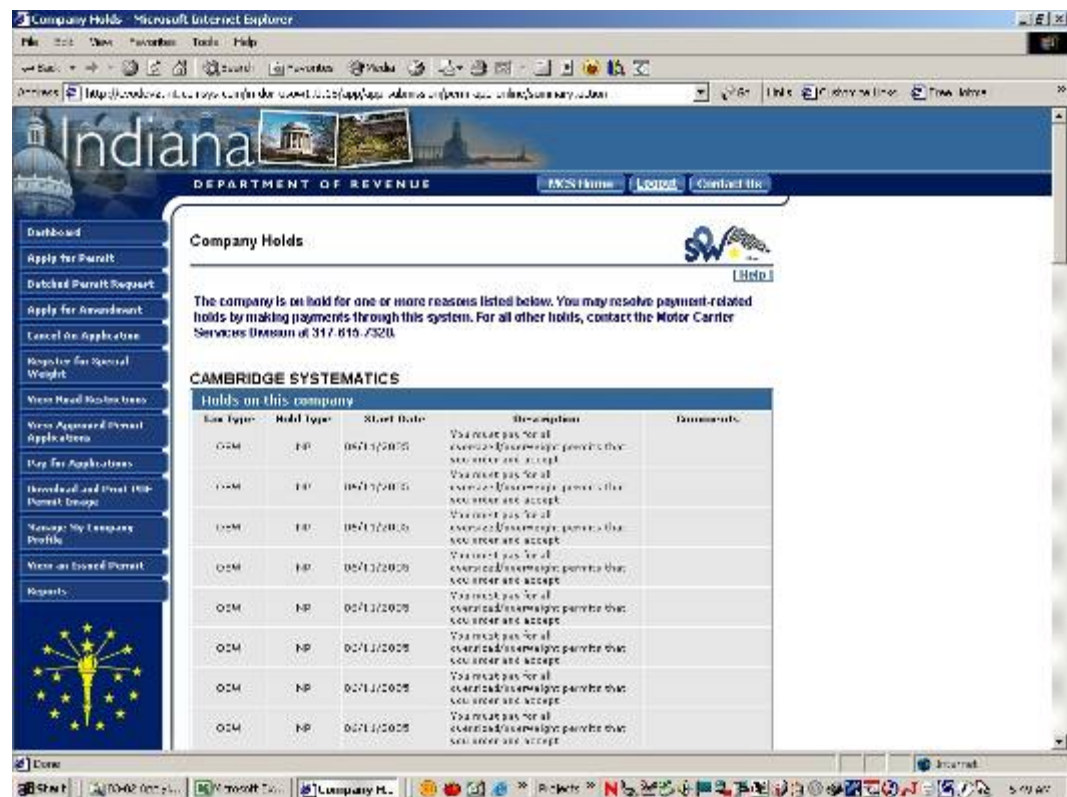
The *Permit Number* field is where the user enters the previously received transaction number in order to continue. This is a 10-digit number that the system randomly generates at the beginning of each permit transaction.

If you have a draft transaction that you wish to continue, enter the 10-digit number that the system provided when you saved the transaction, and click the “Next” button to continue.

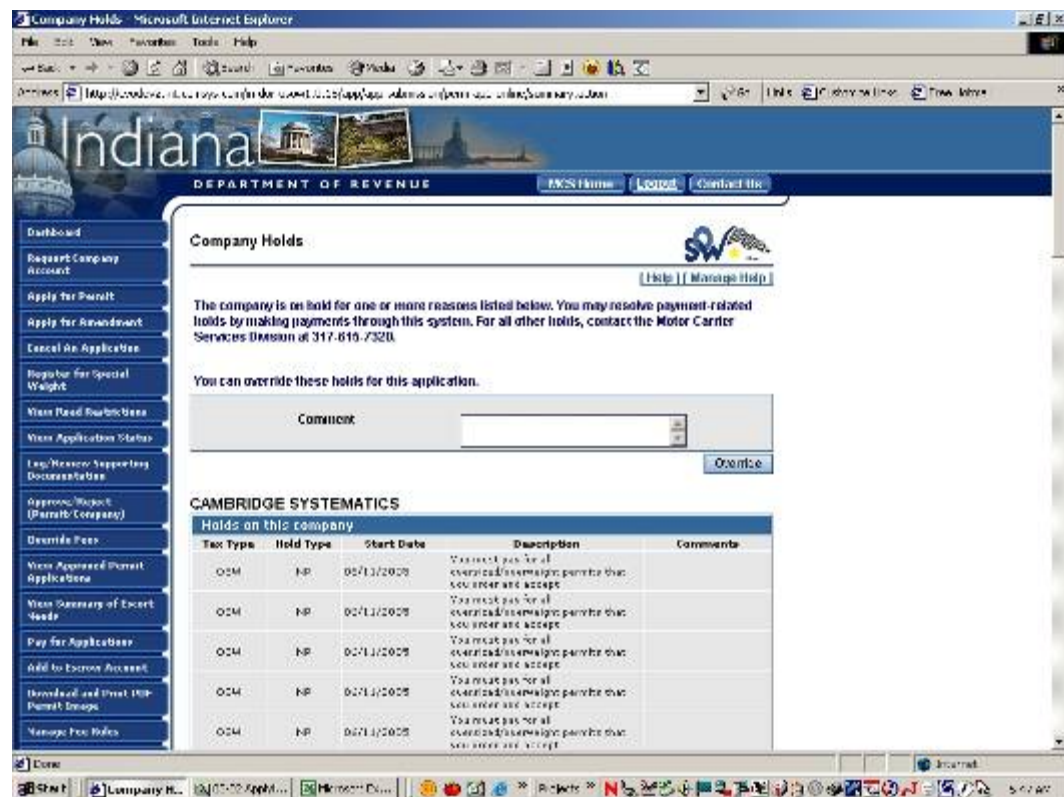
At this point, you are ready to move to the next screen, so click the “Next” button to continue.

Company Hold Error Message

There are situations when a company is placed on “hold” either for violating the policies of the Department of Revenue or for roadside violations logged by the Indiana State Police. If a company is on hold, the system will stop the application here and present an error message screen outlining the situation.



DOR staff with the appropriate privilege may override the company hold for this particular transaction. These users will see the following data entry box above the detailed hold information.



If you are able to temporarily override the hold and have a business reason to do so, enter the reason in the text box labeled “Comment” and then click the “Override” button to continue. The reason, the date/time, and your user name will be logged in the system to track how the hold was overridden.

Screen 3: Carrier Information Summary

If there are no holds, the next screen summarizes the information about the carrier. The information is derived from the carrier’s company profile. The information includes:

- The legal name of the carrier;
- The carrier’s FEIN or SSN;
- The carrier’s U.S. DOT number;
- The carrier’s physical and mailing addresses; and
- OSW-specific contact information (name, phone, e-mail).

For a specific permit, however, there may be a special point of contact. An example might be if the carrier has a power unit where the driver has a computer and printer, and is able to print out permits in the vehicle. For these situations, the system allows the user to enter permit-specific contact information, including:

- Contact name;
- Contact phone; and
- Contact e-mail.

If there is no special contact for this permit, leave these fields blank.

When you are ready, click the “Next” button to continue.

Screen 4: Previous Transaction and Start Date

Screen 4 has two purposes. The first purpose is to provide the user with a short-cut if they are working with a previously purchased permit and wish to repeat some or all of the information from that permit. The second purpose is to identify the start date of the new permit. Each of these purposes is contained in its own data entry box on this screen.

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MCS Home Logout Contact Us

OSW Home
Add to Escrow Account
Apply for Amendment
Apply for Permit
Approve/Reject (Permit/Company)
Cancel An Application
Download and Print PDF Permit Image
Log/Review Supporting Documentation
Log Violation
Manage a Company Profile
Manage Bond in Company Profile
Manage Envelope Routes
Manage Fee Rules
Manage Road Restrictions
Manage Special Provisions
Manage System Configuration Data
Manually Expire Permits

Apply For Permit [Help] [Manage Help]

Enter the start date

You can apply for this type of permit at most 60 days in advance

Start Date Month 11 Day 1 Year 2005

Identify a Previous Transaction

If you have a previous application and want to use it as a shortcut for filling in this application please provide the following information:

Permit # 3747229294

This is a ☒ Permit which I wish to duplicate
☐ Pre-approval for a Superload

Previous Cancel Save as Draft Next

The first data entry box is to **Enter the Start Date**. Enter the day, month, and year in the three data entry boxes. You will notice that the boxes will default to either today’s date or tomorrow’s date depending on the time of day.

If you are not sure of the start date, click on the small picture of a calendar next to the year. A calendar dialog box will pop up on your screen. (Note that if you have set your browser to prohibit “pop-ups” then this box will not appear, and you will need to adjust your browser’s settings accordingly.) The “<<” and “>>”

links scroll the calendar backward and forward a month, respectively. Double-click on the date you wish to select to transfer the information to the main screen. The calendar box will close automatically.

The second data entry box is to **Identify a Previous Transaction**. There are three situations where you will be entering information into this area:

1. If you have a permit where you wish to use some or all of that information to fill in the data for a new permit, you will select the *Permit which I wish to duplicate* radio button.
2. If you have a 90-Day or Annual permit that is about to expire, and you wish to buy a copy of the exact same permit and have it automatically start the day after the current permit expires, you will select the *Permit which I wish to renew* radio button. (When you do this, the data entry box below it will disappear, since the system can calculate the start date from the previous permit.)
3. If you have a superload pre-approval (see Section 3.7) and wish to purchase a permit for the load and trip specified in the pre-approval, you will select the *Pre-approval for a Superload* radio button.

In case 1 or 2, you will enter the transaction number from the previous permit (found in the upper right corner of the permit) in the data entry field labeled *Permit Number*. In case 3, you will enter the transaction number for the superload pre-approval that was issued previously.

When you are ready to continue, click the “Next” button.

Screen 5: Vehicle Information

Screen 5 requests the details of the power unit that will be using this permit, as well as a confirmation about the dimensions of the combined power unit and load.

Power Unit Information

The first data entry box is about the **Power Unit**. There are seven questions, and the first six of them are required values. The questions are summarized in the following table.

Table 3.1 Data Entry Information

Field Label	Description of What to Enter	Notes
VIN	The 17-character Vehicle Identification Number of the power unit	<ul style="list-style-type: none"> • If you are a carrier and only know the last five characters (or the vehicle's nickname) but have purchased a permit for that vehicle using this system, press "Lookup." • Some older vehicles may have a smaller identification code
Make	The manufacturer of the vehicle, such as MACK or MITSUBISHI	
Model Year	The four-digit model year of the vehicle, such as 2004	
License Plate	The license plate identifier of the vehicle, generally from 3-7 characters	For self-propelled vehicles without a license plate, enter the text No_Plt
State Plated In	The state (or Canadian province) where the license plate was issued	Select from a drop-down list of available values. If your choice is not found, please contact MCSD by telephone for assistance.
Type	The description that best describes the combination of the power unit and load.	Select from a drop-down list of available values. The choices are: <ul style="list-style-type: none"> • Truck; • Truck-Trailer; • Tractor; • Tractor-Trailer; • Self-Propelled; • Auto/Trailer; and • Other.
Nickname/Unit Number	Often a carrier has its own internal identification for a vehicle. If there is an internal identification that you would like to use in the future to look up this vehicle, enter it here.	This field is not required. To recall a vehicle for which you have previously assigned a nickname, select the "Lookup" button next to the VIN field.

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[Home](#) [Logout](#) [Contact Us](#)

Apply For Permit

Overview Unit

VIN: [Lookup](#)

Make:

Model Year:

License Plate:

State Rated In:

Type:

Plate or Unit Number:

Vehicle Dimensions

☐ I declare that I am not a motor vehicle with a gross weight of 14,000 lbs. or less. If so, please provide the following information:

Vehicle must not exceed 14 feet 6 inches in height, 8 feet 6 inches in width, 110 feet in length and 80,000 lb in weight.

[Previous](#) [Cancel](#) [Save as Draft](#) [Next](#)

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[Home](#) [Logout](#) [Contact Us](#)

Apply For Permit

Overview Unit

VIN: [Lookup](#)

Make:

Model Year:

License Plate:

State Rated In:

Type:

Plate or Unit Number:

Does the vehicle have an air streamer axle? ☐ Yes ☒ No

Is it a Heavy Construction vehicle? ☐ Yes ☒ No

Load Details

Load Description:

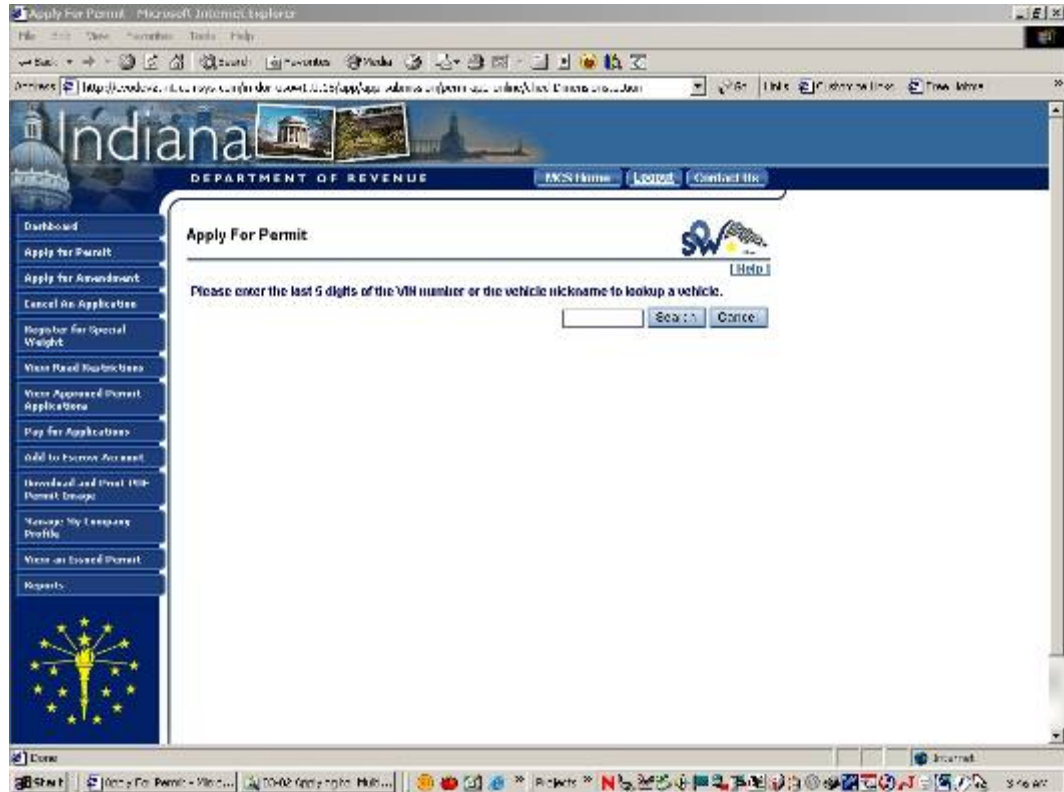
(Max 255 characters)

Plate or Unit Number:

Load Serial Number:

Vehicle Lookup Screen Option

In some cases, the user (State employees will not have this option) may not know the full vehicle identification number, or may have used the *Nickname/Unit Number* field on a previous transaction and wishes to recall the vehicle from the system's database. In either situation, the user should click the "Lookup" button next to the VIN field. The current screen will be replaced with the following question:

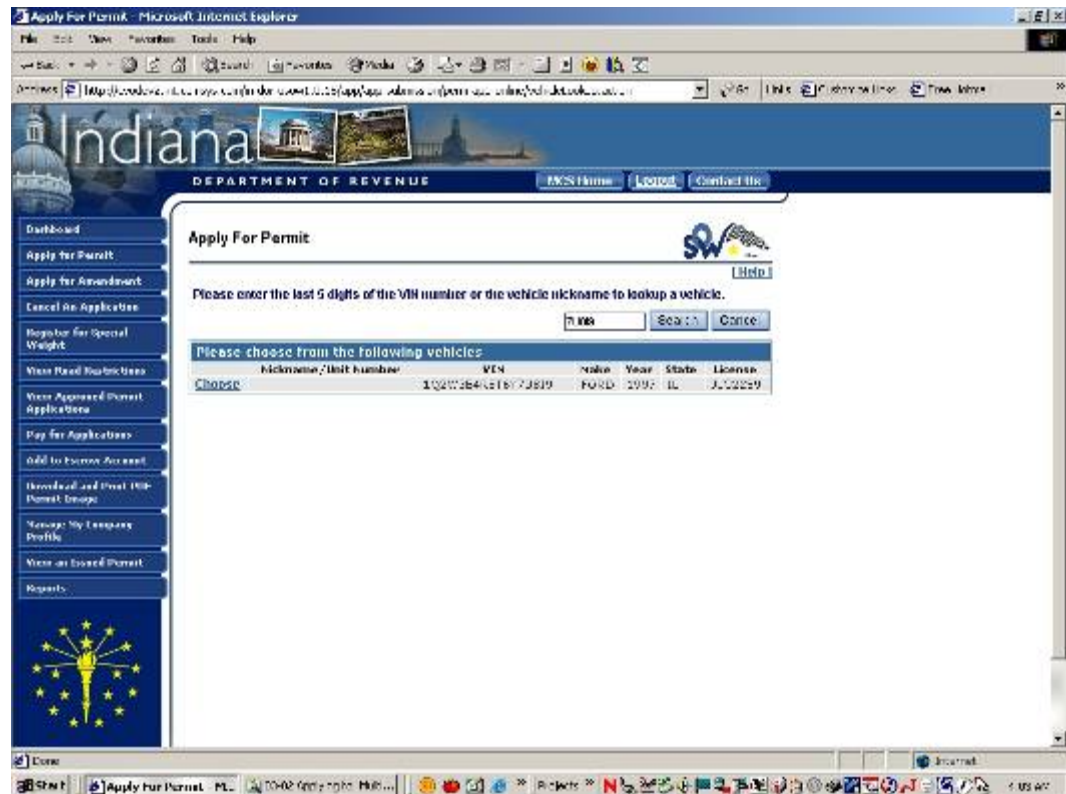


The screenshot shows a web browser window displaying the Indiana Department of Revenue's "Apply For Permit" page. The page features a blue header with the Indiana state seal and navigation links. A left sidebar contains a menu of options. The main content area is titled "Apply For Permit" and contains a text input field with a "Lookup" button next to it. Below the input field are "Search" and "Cancel" buttons.

In the data entry field, enter either one of the following:

- The last five characters of the vehicle's VIN; or
- The nickname that was associated with the vehicle on a previous transaction.

Once you have entered this information, click the "Next" button to continue. If you reached this page by inadvertently selecting the "Lookup" button, click the "Cancel" button to go back to the power unit data entry. Once "Next" is pressed, the system will search the database and return any vehicles that match the search criteria.



If the system returned the appropriate vehicle, click on the “Choose” link next to that vehicle. The system will return to the power unit data entry box and fill in the appropriate information.

If the system did not return the appropriate vehicle, you may try another search as described above, or select “Cancel” to return to the power unit data entry box.

Load Details

The next section concerns the item(s) being carried on this trip. There are three fields. The first field is for a description of the load. This is a free-form text field. An entry here should be able to be understood by both the state staff that may review the application before approval, as well as any enforcement staff that review the actual permit in the field.

The second field is for how the load is situated on the vehicle if the load contains multiple pieces. There are six possible choices:

1. Single Item is selected if the load does not consist of multiple items;
2. Side by Side;
3. Crated;
4. Nested;
5. End to End; and
6. Stacked.

The final field in this section is the load serial number. Depending on the choices made earlier, this field may be required. For example, it is required for any manufactured housing permits.

Dimensions and Weight

The final set of information is the dimensions and weight of the vehicle and load. There are five fields, all required:

1. The gross vehicle weight, in pounds;
2. The number of axles;
3. The relevant length of the vehicle. If this is a two-vehicle combination, and a fifth-wheel hookup is used, then enter the trailer and load length. Otherwise, enter the overall end-to-end length (bumper to bumper plus any overhangs);
4. The height of the vehicle/load, in feet and inches; and
5. The width of the vehicle/load, in feet and inches.

Load Details	
Load Description	<input type="text"/> (max 255 characters)
How is it Loaded	<input type="text"/>
Load Serial Number	<input type="text"/>

Vehicle Dimensions	
Gross Vehicle Weight	<input type="text"/>
Number of Axles	<input type="text"/>
Overall Length (If this is a two-vehicle combo and it is connected by a fifth-wheel hookup provide the trailer and load length)	<input type="text"/> 0 "
Height	<input type="text"/> 0 "
Width	<input type="text"/> 0 "

Previous Cancel Save as Draft Next

Once these fields have been entered, click the "Next" button to continue.

Screen 6: Axle Details

On the next screen, the user is asked for information about how the weight of the vehicle/load is distributed across the vehicle. This set of information is requested to verify if the vehicle is overweight, and if so, if it is a “superload” that will require additional manual review.

Based on the number of axles entered on the previous screen, the system provides a series of rows of data entry. On each row, the user is asked to enter information about a particular axle, including:

- The *weight* (in pounds) of the overall vehicle that is loaded onto this particular axle; and
- The *distance* (in feet and inches) from the center of this axle to the center of the next axle.

Axle No.	Weight	Distance to Next axle
1	10000 lbs.	25 ft 0 in
2	19000 lbs.	14 ft 0 in
3	12000 lbs.	

The last axle does not have an associated distance. Once this data is entered, the user may click on the “Next” button to move to the next screen.

Screen 7: Additional Axle Details for Superloads

After the “Next” button was clicked on the previous screen, the system determines if the vehicle is a “superload” movement. Superload movements require additional information and manual review by a Department of Transportation engineer.

One piece of information requested is information about the tires that will be used on the trip. Three pieces of information are requested for each axle:

1. The *number of tires* on that axle (most often 2 or 4);
2. The *width* between the tires (between the inside edge of the rightmost tire on the left side to the inside edge of the leftmost tire on the right side), in feet and inches; and
3. The *rating and rim size* of the tire, to be selected from a drop-down list of choices.

Axle No.	Number of Tires	Width Between Tires	Rating and Size of Rim
1	<input type="text"/>	<input type="text"/> ft. <input type="text"/> in.	<input type="text"/>
2	<input type="text"/>	<input type="text"/> ft. <input type="text"/> in.	<input type="text"/>
3	<input type="text"/>	<input type="text"/> ft. <input type="text"/> in.	<input type="text"/>
4	<input type="text"/>	<input type="text"/> ft. <input type="text"/> in.	<input type="text"/>
5	<input type="text"/>	<input type="text"/> ft. <input type="text"/> in.	<input type="text"/>

Previous Cancel Save as Draft Next

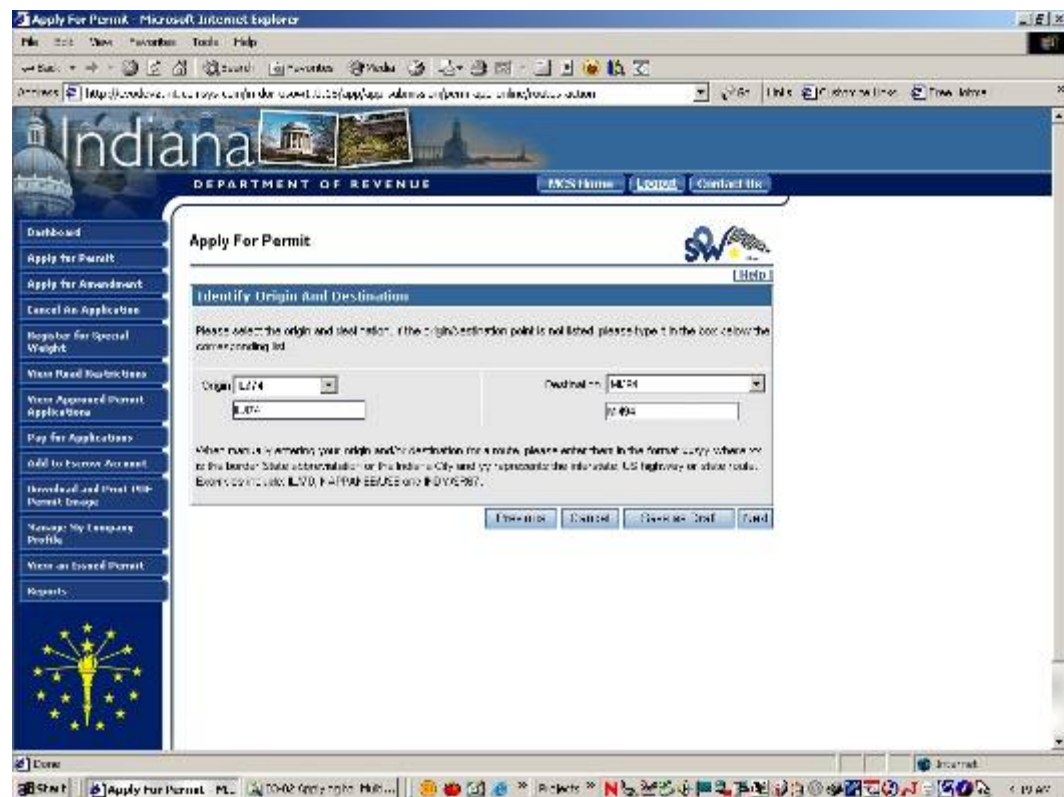
Once this data is entered, the user may click on the “Next” button to move to the next screen.

Screen 8: Origin and Destination Selection

Once the details of the vehicle are captured, the next step is to determine the trip. The system captures the vehicle information first in order to help the user by filtering out any of the common trip routes for which the vehicle may have an issue due to its dimensions and/or weights.

The first step in this process is to capture the origin and destination of the trip. The origin and destination follow the same format, which is:

CITY/HIGHWAY or BORDER/HIGHWAY



The following conventions are used:

- For trips starting/ending at a state border, the two-letter abbreviation for the other border state (Illinois, Michigan, Ohio, and Kentucky) is used;
- For trips starting at the edge of a city, the full name of the city is used, except that Indianapolis may be abbreviated to *INDY*; and
- Highway identifiers are:
 - I for Interstate highways (I94);
 - U.S. for U.S. highways (US41); and
 - SR for Indiana State highways (SR10).

A drop-down list of the most common origin and destination points has been provided. If none of these options are appropriate, the user may enter a text field in the box underneath the drop-down list. Entering a value not on the drop-down list will cause the application to be manually reviewed by the State before approval.

Once this data is entered, the user may click on the “Next” button to move to the next screen.

Screen 9: Route Selection

Once the origin and destination are known, the system searches for any common *envelope routes* that serve this origin/destination pair. The system has a pre-loaded set of envelope routes. These routes are the ones that are most frequently approved for the origin and destination pair.

For the vehicle dimensions entered and the start date of the permit, however, not all routes may be appropriate. The system filters out routes for two reasons:

- The route has a limit on one or more dimensions which is lower than the corresponding dimensions for the vehicle; or
- The route has a *travel restriction* such as construction that is constraining the vehicles that may use the route.

If any envelope routes are found, they are shown on the top part of the screen. Routes that cannot be used have a restriction listed in red, and the radio button for that route cannot be selected. If the user selects a radio button that is available, the system will use that route, and the route will not need to be reviewed by the State. (The permit application may still need to be reviewed for other reasons, however.)

Apply For Permit

Existing Envelope Routes

Route Number	Message	Restriction
74-5-202-25-04	214	
74-4-66 HS-420-66-64	252	Route Dimensions Exceeded (overstay)
74-4-66 SD-420-66-64	252	Route Dimensions Exceeded (overstay)

Or Please Type in a Custom Route

☐ Requested Route: Message:

☐ Check for route in the state's database

☐ Check for route in the state's database

NOTE: Failure to provide correct information about the custom route could result in your permit application being rejected.

Previous Cancel Start as Draft Next

If none of the envelope routes are appropriate, the user may enter a custom route. There are four fields for a custom route.

The *requested route* is a series of highways and potentially exits that the trip will cover between the origin and destination. Each highway or exit is separated by a hyphen. An example of a route is:

SR37-I465WBML-X20-I65-I94

The highway numbers use the following syntax:

- I for Interstate highways (I94);
- U.S. for U.S. highways (US41);
- SR for Indiana State highways (SR37); and
- X for an exit off of an interstate highway (X20).

The highway number can have two additional suffixes:

1. The direction of traffic, if a ring road such as I465 is used (I465WB); and
2. The characters ML if the middle lane must be used (I465WBML).

The next field is the mileage for the trip using the route requested. This mileage should be entered as a whole number of miles.

The final two fields are checkboxes for characteristics of the trip that affect the special provisions and/or fees for the permit if approved:

1. If the Indiana Toll Road is used for any portion of the trip, check the first box. **Agents must be sure this box is checked if the route includes the toll road; otherwise, it should not be checked;** and
2. If the trip uses all Interstate highways, check the second box.

A permit application using a custom route is always manually reviewed by a state employee before the application is approved.

Route Survey Question

Vehicles that are oversized may require a route survey. The system determines if a route survey is needed based on comparing the height of the vehicle/load with the current cutoff value. The cutoff value is configurable in case it must change over time, and is set by the MCSD Supervisor. As of July 1, 2005, this value was 17 feet high, 18 feet wide, and/or 130 feet long.

If the above situation exists, a question will be presented asking if a route survey was conducted. This is a yes or no answer, and the appropriate radio button should be selected. If a route survey was not conducted, the State may request additional information.

If the load exceeds 17 feet high, an additional question will be asked concerning utility lines. The State has information about height constraints from bridges and work zones, but not about the effects of utility lines. It is the carrier's responsibility to identify any utility lines that may affect the safety of the trip. If any lines

will affect the trip, a letter is required from the appropriate utility company advising how the issue will be mitigated. This also is a yes or no question.

If a letter must be sent in, the user will be provided with a *voucher* that must be printed and used when faxing or mailing in the documentation from the utility company.

Apply For Permit

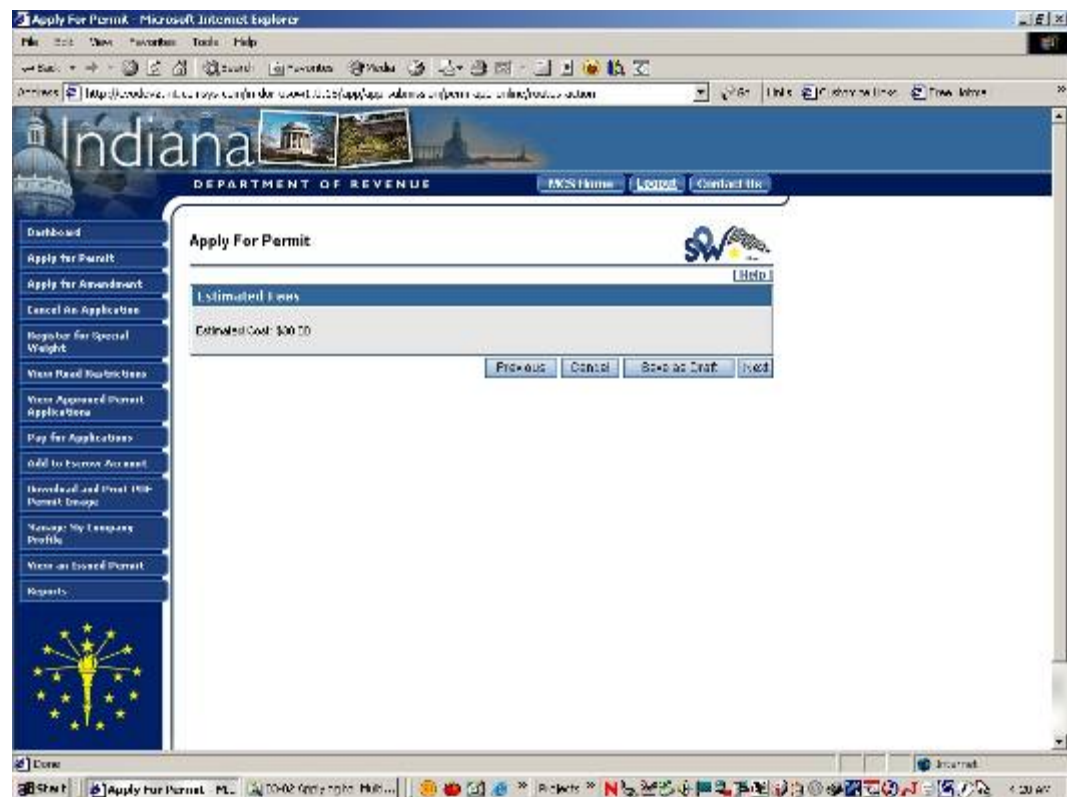
[\[Help \]](#) [\[Manage Help \]](#)

Oversize Vehicle	
Was a route survey conducted?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Do you need to send in any letters from utility companies?	<input type="radio"/> Yes, utility lines interfere with the route, and I will fax/mail the information to the Motor Carrier Services Division. <input checked="" type="radio"/> No. I attest that no utility lines interfere with the route.

Once this data is entered, the user may click on the “Next” button to move to the next screen.

Screen 10: Estimated Cost

The next screen shows the estimated cost of the permit. The cost is calculated automatically by the system based on the type of permit requested, the vehicle dimensions and weights, the route selected, and the start date of the permit.



Special Provisions

Based on the information provided, the system may assign one or more *special provisions* as conditions for approval of the permit. If special provisions have been identified, the user must accept the provisions by checking the box at the bottom of the screen.

Prequalified Signal Contractor

One of the special provisions requires that the carrier identify a signal contractor that will accompany the trip when the vehicle is not on the Interstate Highway system. Only a prequalified set of contractors may be used, and the full set of current contractors is provided in a drop-down box.

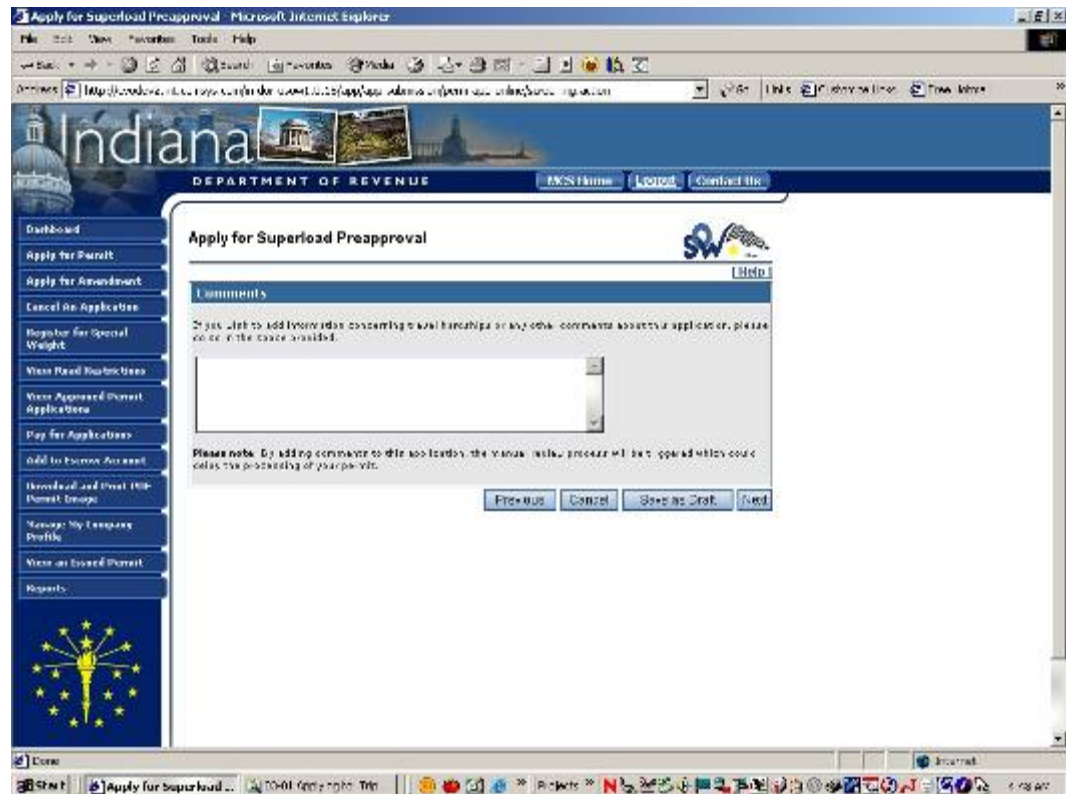
The screenshot shows the 'Apply For Permit' web application. The sidebar on the left contains the following links: Dashboard, Apply for Permit, Apply for Amendment, Cancel An Application, Register for Special Weight, View Road Restrictions, View Approved Permit Applications, Pay for Applications, Add to Income Account, Download and Print All Permit Images, Manage My Company Profile, View an Approved Permit, and Reports. The main content area is titled 'Apply For Permit' and includes a 'Help' link. Below the title, there is a section for 'Estimated Fees' showing an 'Estimated Cost: \$60.00'. The 'Special Provisions' section states: 'You must attest acceptance of the following special provisions:'. It then lists three conditions: 1. The load is measured at the front and rear of the vehicle, not at the center of the vehicle. 2. The vehicle's measurement is taken on a level surface, not on a slope. 3. The vehicle's measurement is taken on a paved surface, not on a dirt or gravel surface. Below the list, there is a 'Proceed Sign' button and a checkbox for 'Accept the special provisions'. The bottom of the page shows a taskbar with various application icons.

The user may then click the “Next” button to continue.

Screen 11: Comments

At this point in the process, the system has decided if manual review by a State employee is required, or if the system itself can automatically approve the permit. If the system can automatically approve the permit, this screen is skipped.

If manual review is required, the user is presented with an opportunity to add comments that will be read by the reviewer. These comments are not printed on the approved permit. Comments are optional.



After any comments are added, the user should click the “Next” button to continue.

Screen 12: Delivery Method

The next screen asks how the permit shall be delivered. There are two choices:

1. The permit may always be downloaded online by the user. This is the default option.

Apply For Permit - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://www.dor.state.in.us/permits/apply.aspx

Indiana DEPARTMENT OF REVENUE

Apply For Permit

Delivery Method

Delivery Method: Online

A \$0.00 fee will be added to the permit cost if you choose to have the permit delivered by fax.

Previous Cancel Save as Draft Next

2. The user may request that the permit also be delivered by fax. The user must enter a fax number to continue. The Department of Revenue may impose a surcharge for a fax delivery. It is the customer's responsibility to ensure that the destination fax machine is operational. If for any reason the permit was not received by fax, the permit can still be obtained online.

Apply For Permit - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://www.dor.state.in.us/permits/apply.asp Links Print History Home

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Dashboard
Apply for Permit
Apply for Amendment
Cancel An Application
Register for Special Weight
View Road Restrictions
View Approved Permit Applications
Pay for Applications
Add to Income Account
Download and Print All Permit Images
Manage My Company Profile
View an Expired Permit
Reports

Apply For Permit

[Help](#)

Delivery Method

Delivery Method:

Fax Number:

A \$0.00 fee will be added to the permit cost if you choose to have the permit delivered by fax.

After you have selected a delivery method, click the “Next” button to continue.

Screen 13: User Confirmation

The system will now return a user confirmation screen. The confirmation screen has two parts. The first part summarizes the information entered by the user about the permit.

Confirmation	
Application Status:	Will be automatically approved.
Permit Type:	14R Mobile Home-90 Day
Start Date:	Jun 13 2005
End Date:	Sep 10 2005
Carrier Name:	ROAN'S TRUCKING EMPORIUM
SSN:	222-11-5555
USDOT:	0444555
Physical Address:	4445 Willard Avenue Chevy Chase, Maryland 20815 USA
Mailing Address:	4445 Willard Avenue Chevy Chase, Maryland 20815 USA
Phone:	301-347-0123
Fax:	301-347-0101
Email:	rbennett@example.com

The next part provides a summary of conditions to which the user must agree in order to apply for the permit. The user must check any checkboxes in this section. If not, the system will not allow the user to continue the application process.

Vehicle:	VIN: 1Q2W3E4R5T6Y7U8I9 Type: Tractor-Trailer Make: FORD Model Year: 1997 License: JLG2259 State Plated In: IL
Origin:	IL/I74
Destination:	MI/I94
Route:	I74-SR32-I65-I94
Mileage:	214
Cost:	\$30.00

I understand that I have to pay for this permit if approved;	
I will submit all/any supplemental information requested within 96 hours;	
This permit is valid only for transporting commodities under the company name shown on this permit or as stated in the lease agreement between the lessee and lessor;	
The General Provisions which can be found at www.in.gov/dor/mcs/pdfs-forms/m204.pdf are incorporated by reference into this permit and are as binding upon the permit holder as if they had appeared on the face of this permit. This permit is void if the General Provisions are omitted or are not attached. The Indiana Department of Revenue disclaims any responsibility in relation to the correctness in the transmitting of this permit as a whole or any part thereof, including General or Special Provisions. This permit is not valid unless signed by the driver(s). The driver's signature attests to the fact that the description of the vehicle and load is accurate and that the General Provisions and any Special Provisions have been read and understood by the driver.	
Under the penalty of perjury, I have examined this permit, and to the best of my knowledge and belief, it is true, complete and correct. I also understand that all provisions of the Transporting Agreement apply in full force;	
<input type="checkbox"/>	I attest that I have read and accept the terms set forth above.

The user then presses the “Submit” button.

ONCE THE SUBMIT BUTTON IS PRESSED, THE USER IS RESPONSIBLE FOR THE PERMIT. FAILURE TO PURCHASE THE PERMIT IN A TIMELY FASHION IS CAUSE FOR INDOR TO PLACE THE USER’S COMPANY ON HOLD.

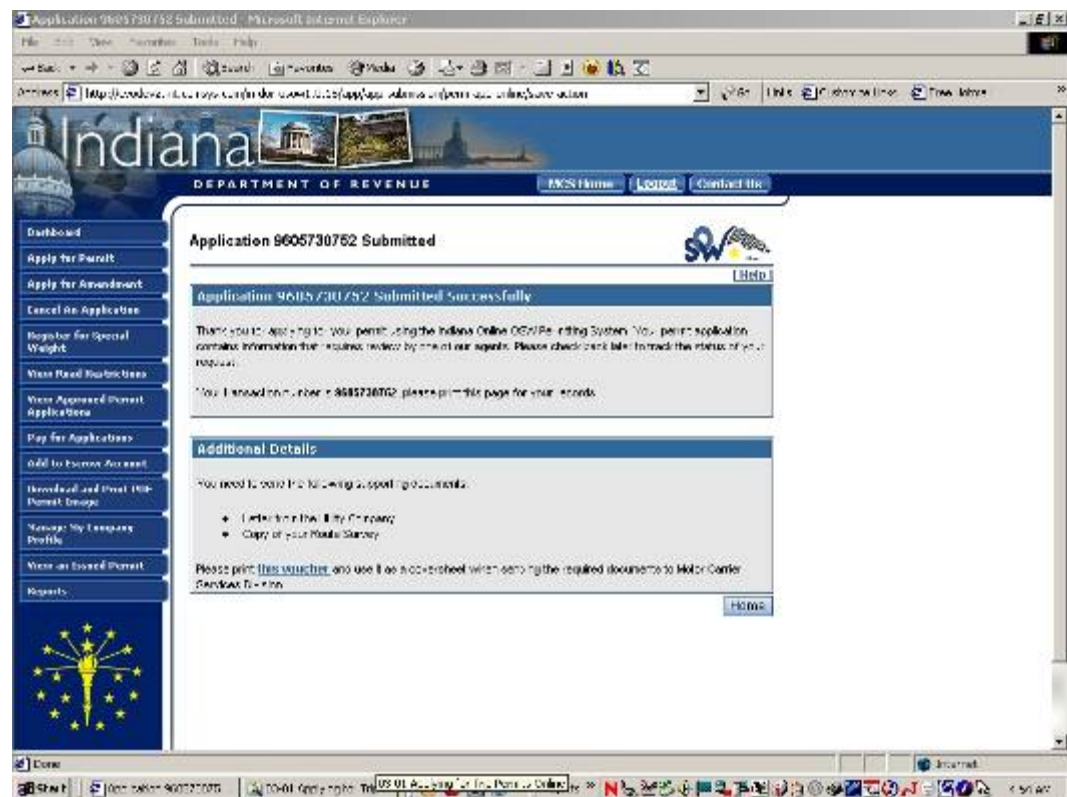
Screen 14: System Confirmation

On the final screen in the process, the system confirms that the application has been received.

Trip permits that are not superloads and where the user has selected an unrestricted envelope route are automatically approved by the system. The permit cannot be downloaded or faxed, however, until payment has been received. Depending on the user’s privileges, a button may be present to “Make Payment.” Payment options are explained in detail in Section 5.0 of this manual.



If the user has indicated that the carrier has additional information that must be faxed or mailed to the State, a *voucher page* is generated. The user is provided with a link to the voucher page; clicking the link will open a new window with a PDF file. (Users must have Adobe Acrobat Reader installed on their computer.) The user must print out this voucher and use it as a cover sheet when mailing or faxing the information to the State. The voucher page includes the transaction number for the application, and a checklist of items required.



If the user has submitted an application that the system classifies as a “super-load,” the voucher link also will appear. This voucher will not have a checklist, but is used in the event that during review, the Department of Transportation engineer determines that additional information must be submitted.

At this point, the user may select any menu item from the left to continue.